

SCHOHARIE COUNTY DEPARTMENT OF PERSONNEL AND CIVIL SERVICE
ANNOUNCES CIVIL SERVICE OPEN COMPETITIVE EXAMINATION FOR:

SUPPORT INVESTIGATOR - #68-436

DATE OF EXAMINATION
OCTOBER 30, 2004

*Examination Fee - \$7.50

LAST FILING DATE
SEPTEMBER 22, 2004

SALARY RANGE: Grade 11 - \$25,955.

ELIGIBLE LIST: The list resulting from this examination will be used to fill vacancies as they occur within the Schoharie County Department of Social Services.

RESIDENCE REQUIREMENTS: An applicant must have been a legal resident of Schoharie County or one of the six contiguous counties of Albany, Delaware, Greene, Montgomery, Otsego or Schenectady for at least thirty days immediately preceding the test date. The hiring authority may give preference to applicants who live within its jurisdiction.

MINIMUM QUALIFICATIONS:

- A. Associate degree in business administration, accounting, bookkeeping or closely related program; or
 - B. Associate degree in criminal justice, paralegal or closely related program; or
 - C. High School diploma or equivalent, and
 - 1. Two years experience in maintaining fiscal accounts, or
 - 2. Two years experience as a legal secretary, legal assistant or legal researcher, or
 - 3. Two years experience examining or evaluating claims for fiscal assistance or investigative or assessment interviewing in a program operating under established criteria; or
 - D. An equivalent combination of training and experience as defined by the limits of (A) through (C).
- The education requirements must be satisfied before the date of the exam.

SPECIAL REQUIREMENT: This class may require some travel. Incumbents will be required to possess a valid, appropriate level, NYS Motor Vehicle operator's license, or otherwise demonstrate the ability to meet the travel needs of the job.

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for locating individuals legally responsible for the support of public assistance recipients, assessing the possibility of obtaining reimbursement of funds for a social service agency, and attempting to secure a mutually agreeable payment schedule. This position does not normally involve any field work as part of the investigative process. The work is performed under general supervision from either a higher level investigator or the Coordinator of Child Support Enforcement allowing incumbents considerable leeway in carrying out specific tasks. The incumbent does related work as required.

SUBJECT OF EXAMINATION: Written test will cover knowledge, skills, and/or abilities in such areas as:

- 1. Arithmetic reasoning;
- 2. Interviewing;
- 3. Investigating and evaluating financial resources;
- 4. Preparing written material; and
- 5. Understanding written material based upon Social Services Law.

An expanded description covering the types of examination questions to be given is available at the Personnel Office.

Unless otherwise notified, candidates are permitted to use quiet, hand-held, solar or battery-powered calculators. Devices with typewriter keyboards, spell checkers, personal digital assistant, address books, language translators, dictionaries or any similar devices are prohibited.

*The required examination fee is seven dollars and fifty cents, which may be in the form of a check/money order or cash. **ONE** check/money order must accompany **EACH** application. If your application is disapproved, your examination fee will **NOT** be returned to you. Please make check/money order payable to Department of Personnel and include the examination number.

Application and exam announcements are available on our web site at www.schohariecounty-ny.gov

ISSUE DATE: AUGUST 06, 2004

SEE REVERSE SIDE

SEE ATTACHED INFORMATION ON STANDARD BACK OF CIVIL SERVICE ANNOUNCEMENT.